



Title: Acceptable Driving Record

Number: ES-4.05.02

Approved: March 16, 2007

Originator: Employee Services

Review: March 16, 2012

I. PURPOSE AND SCOPE

The purpose of this document is to provide procedures to determine whether an applicant's or employee's driving record qualifies to operate a motor vehicle while conducting County business or as a requirement of their job description.

II. REFERENCES

Policies and Practices Employee Manual, Section 8 - Recruitment, Part 5, and Section 29 - Corrective Action, Part 4, Subsection f and g.

III. APPLICABILITY

This procedure applies to applicants and employees of Lake County Board of County Commissioners (BCC) who are required to operate a motor vehicle (County owned or personal) while conducting County business or as a requirement of their job description.

IV. PROCEDURES

An applicant/employee must possess a "valid" Florida driver's license when required to operate motor vehicles while conducting County business or as a requirement of their job description. A "valid" driver's license shall mean an operator's license, E or Commercial Driver's License A, B, C, or D, whichever is required to meet the minimum qualifications of their job.

A. Acceptable Driving Record for Applicants

During the conditional offer of employment with Lake County, an applicant who is required to operate a motor vehicle while conducting County business or as a requirement of their job description will be subject to a driver's license record check.

The Office of Employee Services will obtain from the Florida Department of Highway Safety and Motor Vehicles (or from another state, when applicable) the applicant's current driving record. If the driver's license record check indicates information that is unacceptable as indicated in these procedures, the conditional offer of employment will be rescinded.

If an applicant begins employment prior to the completion of the driver's license check and the report indicates information that is unacceptable as indicated in these procedures, the conditional offer of employment will be rescinded and the applicant will be separated from employment.

If an applicant is moving from out-of-state, the applicant must possess a valid Florida driver's license within the Florida Department of Highway Safety and Motor Vehicles guidelines; normally within ten (10) days of an address change. A copy of the new valid Florida driver's license must be provided to the Office of Employee Services.

An acceptable driving record is defined as the following (points represent Florida Traffic Violation Points or points from another state):

1. Less than six (6) points in a twelve (12) month period.
2. Less than nine (9) points in an eighteen (18) month period.
3. Less than twelve (12) points in a thirty-six (36) month period.
4. No violations or convictions that indicate the valid Florida driver's license is/was denied, expired, suspended or revoked during the five (5) years prior to the conditional offer date of hire.
5. No indicators of a history as a habitual violator of traffic laws during the five (5) years prior to the conditional offer date of hire.

An un-acceptable driving record may lead to the withdrawal of the conditional offer of employment, and immediate separation of employment should the employee have started working prior to their driving record check being received and reviewed by the County.

B. Acceptable Driving Record for Employees

Lake County employees who are required to operate motor vehicles while conducting County business or required by their job description to maintain a valid Florida driver's license, must inform their direct supervisor immediately if their valid Florida driver's license is denied, expired, suspended or revoked.

Lake County employees must inform their direct supervisor immediately if ticketed for a moving violation by a police agency while operating a vehicle while conducting County business or required by their job description.

The Office of Employee Services conducts periodic checks of employee driving records for those employees required to operate motor vehicles while conducting County business or as a requirement of their job description.

Corrective action up to and including immediate separation from Lake County employment may result should the employee not maintain a valid driver's license and their position require them to drive on County business or require possession of a valid Florida driver's license.

C. Acceptable Driving Record Agreement

The Office of Employee Services will provide an applicant/employee with a copy of the Acceptable Driving Record Agreement for acknowledgement and signature. Employee Services will place the completed agreement in the employee's personnel file. (*Attachment 1*)

IV. RESERVATION OF AUTHORITY

The authority to issue or revise this Procedure is reserved to the County Manager. The County Manager may authorize exceptions to this procedure when deemed appropriate.

Approved By: Cindy Hall, County Manager
Date: 3/16/07



Attachment 1

Acceptable Driving Record Agreement

Lake County Board of County Commissioners

Date: _____

During the conditional offer of employment with Lake County, an applicant who is required to operate a motor vehicle while conducting County business or as a requirement of their job description will be subject to a driver's license record check.

The Office of Employee Services will obtain from the Florida Department of Highway Safety and Motor Vehicles (or from another state, when applicable) the applicant's current driving record. If the driver's license record check indicates information that is unacceptable as indicated in these procedures, the conditional offer of employment will be rescinded.

If an applicant begins employment prior to the completion of the driver's license check and the report indicates information that is unacceptable as indicated in these procedures, the conditional offer of employment will be rescinded and the applicant will be separated from employment.

If an applicant is moving from out-of-state, the applicant must possess a valid Florida driver's license within the Florida Department of Highway Safety and Motor Vehicles guidelines; normally within ten (10) days of an address change. A copy of the new valid Florida driver's license must be provided to the Office of Employee Services.

An acceptable driving record is defined as the following (points represent Florida Traffic Violation Points or points from another state):

1. Less than six (6) points in a twelve (12) month period.
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4. No violations or convictions that indicate the valid Florida driver's license is/was denied, expired, suspended or revoked during the five (5) years prior to the conditional offer date of hire.
5. No indicators of a history as a habitual violator of traffic laws during the five (5) years prior to the conditional offer date of hire.

An un-acceptable driving record may lead to the withdrawal of the conditional offer of employment, and immediate separation of employment should the employee have started working prior to their driving record check being received and reviewed by the County.

Current Employees

Lake County employees who are required to operate motor vehicles while conducting County business or required by their job description to maintain a valid Florida driver's license, must inform their direct supervisor immediately if their valid Florida driver's license is denied, expired, suspended or revoked.

Lake County employees must inform their direct supervisor immediately if ticketed for a moving violation by a police agency while operating a vehicle while conducting County business or required by their job description.

The Office of Employee Services conducts periodic checks of employee driving records for those employees required to operate motor vehicles while conducting County business or as a requirement of their job description.

Corrective action up to and including immediate separation from Lake County employment may result should the employee not maintain a valid driver's license and their position require them to drive on County business or require possession of a valid Florida driver's license.

I have read the above criteria, which determine the acceptability of my driver's license record.

Date of Hire

Applicant/employee Name (Print)

Applicant/Employee Name (Signature)

Applicant/Employee Driver's License Number

Forward completed form to the Office of Employee Services via interoffice mail.